



# American Embassy

Subdivision 694/Stand 100,  
Kabulonga District, Ibex Hill Road  
P.O Box 31617, Lusaka District, 10101, Zambia

## PROGRAM SPECIALIST

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Program Specialist, FSN-10; FP-5\*

**OPENING DATE:** October 3, 2011

**CLOSING DATE:** October 17, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): ZMK 173,658,312.00 p.a. (Starting salary) (Position Grade: FSN-10); \*Not-Ordinarily Resident (NOR): \$56,323.00 USD p.a. (Starting salary) (Position Grade: FP-5)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Lusaka is seeking an individual for the position of Program Specialist in the Mission's Population Health and Nutrition Office under USAID.

### BASIC FUNCTION OF POSITION

The Program Specialist will serve in the Population, Health and Nutrition (PHN) and Multi-Sector HIV/AIDS Offices. These two Offices manage two of the Mission's five Strategic Objectives (AOs): *Improved Health Status of Zambians (AO7)* and *Reduced Impact of HIV/AIDS through a Multisectoral Response (AO9)*. Duties will include but not limited to the following:

Maintain and update annual budgets, including a tracking system for budget allowances; Oversee and guide CTOs/Activity Managers in the preparation of quarterly accruals for the Controller's Office; Regularly review pipeline and expenditures for the two AOs, identify funds available for reprogramming; Provide financial information for pipeline reviews, annual reports, budget justifications, the President's Plan for AIDS Relief (PEPFAR) Initiative, President's Malaria Initiative (PMI) and other Mission and AID/W requirements; Assist in preparation of the AO7 and AO9 annual budget.

Prepare documents such as the Strategic Objective Grant Agreement, Contracts and Cooperative Agreements as needed; Oversee and guide the CTOs/Activity Managers in the preparation of documents obligating funds, MAARDS, independent government estimates, Action Memorandums and Justifications Memorandums; Advise CTOs and Activity Managers on the preparation of comprehensive and accurate budgets for program funded solicitations; Prepare and update the SO7 and SO9 Annual Procurement Plan; Prepare budget documents and provide guidance to the Office Manager on the preparation of the same, and Participate as a member of the Mission Participant Training Committee.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact telephone number 260-211-357000 extension numbers 7161, 7258, or 7187.

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of senior secondary school and a university degree/college diploma in Financial Management is required.
- Three to five years of progressively more responsible work experience with the international organizations and experience in budgetary and financial analysis as well as in the general interpretation of program data is required.
- Level IV (fluent) English is required.
- A thorough understanding of the nature and goals of the Mission's program and its component parts and comprehensive knowledge of U.S. Government laws and regulations concerning foreign assistance, as well as host country government policies are required.
- Ability to communicate (in writing and orally) and ability and willingness to carry out administrative, performance reporting, and financial procedures is required.
- Demonstrated ability to produce professional quality technical and analytic materials is required.
- Knowledge of computer software applications such as: Microsoft Word, Outlook, PowerPoint and Excel, Internet proficiency, and other applications are required.

## SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Background Security Certification.

## TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## SUBMIT APPLICATION TO

The Executive Office  
USAID/Zambia  
Subdivision 694/Stand 100, Ibex Hill Road, Lusaka District,  
P.O. Box 31617, Lusaka.

## POINT OF CONTACT

Telephone: 357-000 extension numbers 7161, 7258, or 7187.

## CLOSING DATE FOR THIS POSITION: **October 17, 2011**

The U.S. Mission in Lusaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

### ***DEFINITIONS***

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

***Only short listed candidates will be contacted.***